

# TRIAL COURTS OF MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

Employees of the Courts, Justice Courts and other court departments are employees of the Judicial Branch. Positions in the Court system may be in the classified service subject to the Judicial Merit System Resolution Rules.

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## OPEN COMPETITIVE SERVICE WORKER IV

**Position available with Juvenile Probation, Administrative Svcs - Juvenile Pro Division**  
**Work Location: 3150 W. Lower Buckeye, Suite E, Phoenix, AZ**

Per A.R.S. § 46-321, Applicants will be required to sign a notarized affidavit regarding criminal records. Candidates who complete the Interview process and are being considered for selection will be required to undergo a pre-employment drug screening and a complete background/character check.

### Recruitment Dates

Monday, March 22, 2004 – Open Until Filled

### Salary

\$8.90 Per hour

### Position Qualifications

High School Diploma or GED Certificate and four years progressively responsible experience in facility maintenance and repair; the transport of mail, parcels, supplies, equipment, and/or people AND; ordering and storing supplies and materials.

**ADDITIONAL INFORMATION:** Depending on assignment, may require possession of a valid Arizona Driver's License or a class "B" Commercial Driver's License.

### Essential Job Tasks

Performs basic labor, maintenance, and minor repair duties on equipment and facilities. Moves and assembles office furniture and equipment. Transports supplies, materials, and equipment to various locations. Fills supply order requests. Orders, receives, inspects, stores, distributes, inventories, and maintains supplies, equipment, and property. Completes required paperwork, logs, and forms. Answers customer questions. Performs other duties as assigned. Position require working a minimum of 40 hours per week/80 hours within a two-week time period, demonstrated reliable attendance at work, strong time management skills, and the ability to prioritize a variety of tasks/emergencies.

### Selection Procedure

Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. The Maricopa County Human Resources Department reserves the right to admit to the exam process only those candidates considered to be the most highly qualified. Those selected will be scored based on evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a pool provided by Human Resources.

### Filing Process

Required County Application Form and Supplemental Screening Questions must be received by 5:00pm on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department, located in Suite 200 of the County Administration Building, 301 W. Jefferson St, Phoenix, Arizona, 85003-2145. Teletypewriter (TT) 602-506-1908, Recorded Jobline: 602-506-3329. You may also complete & submit applications via the Human Resources website. Our Internet Address: <http://www.maricopa.gov>

### Note to Employees

In compliance with the Judicial Merit System Rules (rev 11/00), Maricopa County employees who accept a position with a court department or judicial division of the Trial Courts or Probation Departments will serve an initial probationary period.

Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

**What Happens To Application**

Please see our FAQ for complete information on recruitment process.

**Equal Employment Opportunity**

IT IS THE POLICY OF THE TRIAL COURTS OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. THE TRIAL COURTS OF MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

SUPPLEMENTAL INFORMATION

**SERVICE WORKER IV**

**PLEASE NOTE:** This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Please be aware that work history and job duties listed on this form must be consistent with the information listed on the "Application for Employment". Furthermore, work history or job duties listed on this form which is not consistent with the "Application for Employment" may not be considered. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have progressively responsible experience in facility maintenance and repair? ☐No ☐Yes \_\_\_\_# Years Exp.  
If yes, please list years and describe your experience and job responsibilities in detail.

2. Do you have experience in transport of mail, parcels, supplies, equipment, and/or people? ☐No ☐Yes \_\_\_\_# Years Exp.  
If yes, please describe your experience.

3. Do you have experience ordering supplies and materials? ☐No ☐Yes \_\_\_\_# Years Exp.  
If yes, please describe your experience.

4. Do you have experience in general building maintenance? ☐No ☐Yes \_\_\_\_# Years Exp.  
If yes, please describe your experience and job responsibilities in detail.

**PLEASE SEE REVERSE SIDE FOR ADDITIONAL QUESTIONS**

5. Do you have experience in construction? ☐No ☐Yes \_\_\_\_# Years Exp.  
If yes,please describe your experience and job responsibilities.

6. Do you have experience in painting? ☐No ☐Yes \_\_\_\_# Years Exp.  
If yes,please describe your experience and job responsibilities.

7. Do you have experience in remodeling? ☐No ☐Yes \_\_\_\_# Years Exp.  
If yes,please describe your experience and job responsibilities.

8. Do you have a valid Arizona Driver's License? ☐Yes ☐No

9. Do you have a class "B" Commercial Driver's License? ☐Yes ☐No

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE